



Senior Group Home Counselor

Department: Youth Group Home

Class Code: 4222

EEO Code: 22

FLSA: N

Effective: 01/04/1998

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in supervising and counseling youth residing in the Youth Group Home, coordinating the transportation program, and ensuring schedule coverage; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Develops and implements individualized service plans for residents; supervises and directs daily activities and therapeutic programs; maintains and monitors residents' files for completeness; trains youth in daily living skills; monitors timeliness of educational class offerings and counseling; maintains behavioral norms for residents; ensures safety of residents and staff; participates in coordination and administration of the group home transportation program; transports youths and citizens in the community when necessary; participates in planning and implementing volunteer, educational and employment programs; counsels residents and families, individually and in groups; and provides crisis intervention as needed.

Maintains daily case records, progress and summary evaluations and other reports; monitors daily reports for completeness; communicates with family, schools, and other critical persons regarding progress of residents; promotes good community relationships and utilizes community resources; dispenses medication and administers first aid; implements emergency procedures following licensing and program standards; physically intervenes in least aversive manner with combative and/or self destructive youth; rotates working on-call to ensure schedule coverage; provides work direction to part-time staff and volunteers as necessary; performs general household maintenance duties; cooks meals; and performs other duties as required. Assigned shifts may vary according to population and programmatic requirements.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of counseling procedures and techniques with socially and emotionally maladjusted youth; of human development and learning processes; of health and safety techniques.

Working skill in effectively communicating with families, youth, and staff; in developing individualized programs.

Ability to complete certification in First Aid, CPR, physical restraint, and medication aid; to work effectively under stress in a group home environment.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in Human Services or related field and two years of experience in a residential setting; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license.

ADDITIONAL REQUIREMENTS:

Must pass a background investigation.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
